

REQUEST FOR TEMPORARY SCHEDULE ACCOMMODATION WHILE USING TUITION BENEFIT

Pursuant to Penn's **Tuition Policy 406** and **Job Responsibility Policy 406.3**, staff who elect to take courses and receive tuition benefits under the Tuition Benefits Program may attend classes during their normal working hours provided they have received prior approval from their supervisor and have arranged to make up the work and time away from regular business hours.

To request a schedule accommodation pursuant to the above policy, staff must complete the information below and email the completed form to their supervisor and Donna Burdumy **prior to course registration**. An email with approval or denial of the request will be returned within three business days.* A new form must be submitted each semester in which a schedule accommodation is needed.

**While the Annenberg School makes every effort to support the educational advancement of its staff, requests to attend classes during normal working hours may be denied if it's determined that the staff member's presence during those hours is essential to the job or the needs of the department.*

Staff Name:	<input type="text"/>	Staff Title:	<input type="text"/>
Supervisor Name:	<input type="text"/>	Supervisor Title:	<input type="text"/>
Date of Request:	<input type="text"/>	Semester:	<input type="text"/>
Course Name(s):	<input type="text"/>		
Course Schedule(s):	<input type="text"/>		

Proposal for Making Up Time and Work:

FOR ASC HUMAN RESOURCES USE ONLY

Check One:

Request Approved: _____

Request Denied: _____

(If denied, provide reason on back of form.)

Initials: _____ **Date:** _____

